



Meeting Agenda & Action Plan  
MTCCC **group name** Meeting  
**Date**, 2007, **Type**, **Location**, **Time**

Members present:

Members absent:

Staff:

Meeting Agenda				Action Plan			
Item or topic to be discussed	Desired outcome	Who	How	Action to Do or <u>Decision</u>	Assigned to Who	Date Due	Action Completed and Date
<i>Time &amp; Topic name or GOS # and Work Plan #</i>	<i>-Information delivered -Method for completion determined -What action/task to be decided or assigned</i>	<i>Person presenting this agenda item</i>	<i>Report Review Presentation Consensus decision Group discussion Majority vote Brainstorming etc.</i>	<i>What action is to be done to complete the agenda item OR if finalized: what <u>Decision</u> was made (<u>underline final decisions</u>)</i>	<i>Person or group to do the Action item</i>	<i>By when</i>	<i>Action completed and when</i>

Item or topic to be discussed	Desired outcome	Who	How	Action to Do or <u>Decision</u>	Assigned to Who	Date Due	Action Completed and Date